



**ZONING BOARD OF APPEALS
2019- 2020 DEADLINE SCHEDULE**

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Applicable to Variances, Conditional Uses, Temporary Uses, and Appeals

Submittal Deadline (1)	Sign Pick Up (2)	Adjacent Property Owner Notification (3)	Sign Posting Date (4)	ZBA Field Trip (5)	ZBA Hearing (6)
02-19-2019	03-05-2019	03-08-2019	03-11-2019	03-22-2019	03-26-2019
03-19-2019	04-02-2019	04-05-2019	04-08-2019	04-19-2019	04-23-2019
04-16-2019	05-07-2019	05-10-2019	05-13-2019	05-24-2019	05-28-2019
05-21-2019	06-04-2019	06-07-2019	06-10-2019	06-21-2019	06-25-2019
06-18-2019	07-02-2019	07-05-2019	07-08-2019	07-19-2019	07-23-2019
07-16-2019	08-06-2019	08-09-2019	08-12-2019	08-23-2019	08-27-2019
08-20-2019	09-03-2019	09-06-2019	09-09-2019	09-20-2019	09-24-2019
09-17-2019	10-01-2019	10-04-2019	10-07-2019	10-18-2019	10-22-2019
10-15-2019	11-05-2019	11-08-2019	11-11-2019	11-22-2019	11-26-2019
11-19-2019	11-25-2019	11-29-2019	12-02-2019	12-13-2019	12-17-2019
12-17-2019	01-07-2020	01-10-2020	01-13-2020	01-24-2020	01-28-2020
01-21-2020	02-04-2020	02-07-2020	02-10-2020	02-21-2020	02-25-2020
02-18-2020	03-03-2020	03-06-2020	03-09-2020	03-20-2020	03-24-2020

*****Important Information*****

- 1) **Submittal Deadline:** Applications shall be submitted to the Planning Department on the first floor of the Municipal Office Annex located at 140 West Patrick Street by the close of business on the deadline date specified on this schedule.
- 2) **Sign Pick Up:** Signs for posting on the property will be available for pick up from the Planning Department by the date specified.
- 3) **Adjacent Property Owner Notification:** The applicant is responsible for notifying all adjacent and abutting property owners by United States Post of their application request. A form letter is available for the applicant's use in the Planning Department, and the applicant is responsible for providing Planning Staff with proof of mailing from the Post Office.
- 4) **Sign Posting:** The sign must be placed on the property so that it is clearly visible from a public street. The applicant shall consult with the case planner if there is any question where the sign should be located and if it is necessary to place more than one sign on the property. The sign is to remain in place until the ZBA public hearing, after which it should be taken down within five (5) days. If the sign is damaged and is able to be seen from the public right of way, the applicant must notify the Planning Department on the next business day so that the applicant can pick up a new sign. Improper posting of the property will result in the case being continued to the next hearing.
- 5) **ZBA Field Trip:** Unless otherwise noted, the Friday before the regularly scheduled hearing, the ZBA will make field trips to each of the sites on the agenda.
- 6) **ZBA Hearing:** All ZBA hearings are held at City Hall at 101 North Court Street, beginning at 7:00 pm. Applicants must be present at the hearing in order for the case to be heard. If the applicant is represented by someone other than himself /herself, an agent authorization form must be filled out as part of the application.

It is recommended that you discuss your application with City Planning Staff prior to submittal. For more information and to speak directly with a planner, please contact (301) 600-1499.